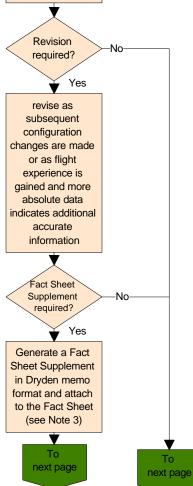
#### Operations Engineer

# START

Identify any configuration change which affects the standard flight characteristics or functioning of onboard systems of flight vehicles (see Note 1)

Describe the configuration change, and give instructions regarding operational procedures and provide information on predicted limitations, expected reactions, estimated changes in performance and other pertinent data by generation of a Fact Sheet DFRC Form 748 (see Note 2)



# **FACT SHEET PREPARATION & UPDATE**

Dryden Flight Research Center DOP-O-006 Revision: Baseline

## Objectives:

-to ensure a Fact Sheet is issued to describe the differences, and provide additional data and/or instructions, whenever a Dryden aircraft is modified to the extent that data or instructions in the Pilot's Flight Manual no longer apply, or are incomplete -to ensure pilot have only the current Fact Sheet rather than a series of sheets amending one another

Electronically Approved By: Director, Flight Operations Directorate

#### Note 1

#### **Exceptions to the issuance of Fact Sheet**

System modifications dictated by Service Bulletins, Military Technical Orders, or their equivalent, for which appropriate amendments to Pilot's Flight Manual are already provided

System modifications for which the required data is contained in a contractor supplied document which is the equivalent of a Pilot's Flight Manual

#### Note 2

It is the pilot's responsibility to report any experience with the aircraft which might contribute to an update of the Fact Sheet

Pilot acceptance of the aircraft for flight shall be regarded as declaration of his familiarity with the Fact Sheet

#### Note 3

The memo shall use the word "Fact Sheet Supplement" in its subject block

This expedient must be recognized as an exception to the norm, and timely update of the Fact Sheet itself to incorporate the supplement(s), shall be accomplished

CHECK THE MASTER LIST at
http://xnet.dfrc.nasa.gov/iso9000/
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

DOP-O-006 Revision: Baseline



Issue the Fact Sheet with the following: -tail number of aircraft -last two digits of year issue -serial number of revision (see note 4)

Number Fact Sheet pages consecutively and each page must indicate the total number of pages, attachments may

be included with Fact Sheet (see Note 4)

Print name and sign the Fact Sheet , as a witness to the Fact Sheet accuracy (see Note 5)

END

## Note 4

Each Fact Sheet shall supersede its previous issue in its entirety and will contain all the information current at the time of issue

Whenever a Fact Sheet is reissued, all changes from the previous issue shall be flagged by a vertical black stripe in the left hand margin adjacent to the applicable paragraph(s)

Attachments may be included with Fact Sheets and shall be of a formal nature, and not documents of untraceable origin

#### Note 5

The original Fact Sheet shall be filed in the Operations engineering Office

One copy will be sent to each pilot

One copy will be filled with the master copy of the Flight Manual in the Flight Crew Branch Office

One copy will be sent to the crew chief and inserted in the workbook for reference

Two copies will be sent to Flight Assurance Office

Additional copies may be sent to flight planners, contractor technical representatives, etc.